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**Event Marketing Request Form**

Fill out this form to equip your marketing team with the necessary details to effectively promote your event, aligning promotional efforts with your objectives and target audience.

REQUESTOR DETAILS

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| --- | --- |
| **Name & Department** |  |
| **Contact Information** |  |

EVENT DETAILS

|  |  |
| --- | --- |
| **Event Name** |  |
| **Event Description** |  |
| **Date & Time** |  |
| **Location** |  |

MARKETING DETAILS

|  |  |
| --- | --- |
| **Target Audience** |  |
| **Marketing Goals** |  |
| **Key Messages** |  |
| **Marketing Channels** |  |
| **Budget** |  |
| **Required Deliverables** |  |
| **Creative Direction** |  |
| **Deadline for Materials** |  |
| **Approval Process** |  |
| **Additional Notes / Requests** |  |

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